



United Nations
Framework Convention on
Climate Change

Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
6 August 2023	23/Intern38/CE-Media and Digital Communications	As soon as possible	Four to six months

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The **Communication and Engagement division** ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

The **Communications and Knowledge subdivision** is focusing on external and internal communications and information and knowledge management with the aim of ensuring that all staff, Parties and non-Party stakeholders and the public are well informed and can easily access wide-ranging, relevant, and timely information that enables them to support and engage with the UNFCCC process.

The **Media and Digital Communications team** produces and manages news and information to publicise, catalyze and showcase the implementation of climate action by all Parties and non-Party stakeholders and manages the information and knowledge of the intergovernmental climate change.

Objective of the internship and responsibilities

The intern will assist the team in ensuring the timeliness and quality of the secretariat's media engagement and supporting activities on media accreditation for UN Climate Change meetings.

In particular, the intern will perform the following tasks:

- Support the accreditation focal point for media, focal point for organizing and facilitating media interactions, liaison between the division and the Office of the Executive Secretary.
- Assist with arranging media engagement and interviews.
- Assist with responding to media enquiries.
- Drafting and support in publishing content on the secretariat's press and media webpages.
- Monitor and analyse media content on climate change.
- Assist in planning and organizing other communication and media activities as required.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate or in a Graduate or Master's programme at a recognized university in fields such as **public relations, journalism, political science, international relations, media or related disciplines at the time of application and**



for the duration of the internship. Other fields of study will be considered, provided that candidates have prior substantial experience in communications.

- Basic knowledge of international media outlets and social media outreach.
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Excellent skills in additional United Nations languages are an asset.
- Excellent computer literacy (Microsoft Office) is required.
- Meticulous and proactive candidates are encouraged to apply.
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset.

Timeframe

The internship is for a period of minimum four to maximum six months. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment¹ and performance.

Internship conditions

UNFCCC secretariat internships are not remunerated, and the selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern is required to work **in-person** in Bonn on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#) **and include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a virtual interview.

¹ In line with the requirements set out above.